



HRSICINST 4600.1A

Feb 2, 1999

HUMAN RESOURCES SERVICE & INFORMATION CENTER INSTRUCTION 4600.1A

Subj: FAX TRANSMITTAL OF TDY TRAVEL CLAIMS

Purpose

This instruction explains procedures for faxing TDY claims to HRSIC in order to expedite TDY claim settlement.

Action

After a unit expresses the desire to participate in the TDY fax program, HRSIC (TVL) will contact them by phone, message or e-mail to notify them when they may begin faxing TDY claims to HRSIC (TVL).

**Directives
Affected**

HRSICINST 4600.1 is canceled.

Scope

Unit participation in the faxing process is voluntary. This process has the following procedural dimensions:

- All TDY travel claims including TDY supplemental submissions from Active and Reserve military members, CG Civilian Employees, and CG Auxiliarists are eligible to use this fax procedure.
 - Units that fax must designate a Unit Approving Officer (UAO) and be able to control and maintain all original travel claim documentation and respond to future audit requests.
 - UAO's shall certify all claim submissions and complete the fax certification process.
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**Claims Not
Eligible to Fax**

The following list of travel claims are **NOT ELIGIBLE** for fax transmission and will continue to be sent by mail to HRSIC (TVL) for standard processing:

- **NO PCS CLAIMS WILL BE FAXED**, except for PCS Advances and Consecutive Overseas Tour (travel not in connection with PCS)
 - TDY travel financed by other government agencies, using reimbursable agreement numbers (RANS)
 - TDY claims for Dependent Travel
 - Witness travel
 - Evacuation claims
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Fax**Responsibilities**

The following table sets forth procedures, functions, and responsibilities at different levels for the submission and payment of faxed travel claims:

Responsibility	Action
Unit CO/OINC	<ul style="list-style-type: none"> • Designate the local UAO's using format in Enclosure (1). The letter shall contain a sample of the UAO's signature, mailing address, phone number and fax number. • CO/OINC shall assign UAO duties to responsible individuals of paygrade E-5 or above (or civilian GS-5 and above). Assigned UAO's must be thoroughly familiar with Appendix E, Travelers Guide, found in HRSICINST M1000.2 (series), Personnel and Pay Procedures Manual. <u>MORE THAN ONE UAO CAN BE DESIGNATED PER UNIT.</u> (A unit may have as many UAO's as it wants, provided adequate controls are in place.) • Notify HRSIC (TVL) by message when UAO designations are revoked. • Under this Fax Procedure, units keep and control all original claim documents. Therefore, units shall establish filing requirements that safeguard those documents for audit purposes. • Ensure original travel claim documents are held for one year at the unit and then forwarded to the Federal Records Center for an additional five years and three months retention, IAW standard procedures. • Use of an optional local unit log sheet that tracks the faxed travel claim process and captures the information as shown in Enclosure (2) is recommended.
Traveler	<p>The traveler shall submit the following to the UAO:</p> <ol style="list-style-type: none"> 1) Completed Travel Voucher, DD Form 1351-2, (only use either the Aug 97 or Oct 91 edition). 2) Original Order, amendments and endorsements. 3) HRSIC Fax Certification Sheet, Enclosure (3). 4) All original itemized receipts and endorsements. Lodging receipts are required regardless of the cost and must indicate daily cost and taxes; receipts are also required for any claim item \$75.00 or more.

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**Fax
Responsibilities**
(cont'd)

Traveler (cont'd)	<p>For supplemental travel claims, submit a new travel claim marked "SUPPLEMENTAL" (top center), and images of previous Travel Voucher Summary Sheets.</p> <p><u>Traveler:</u></p> <ul style="list-style-type: none"> • Should retain copies of travel documents for personal file. • Familiarize themselves with the Travelers Guide, found in the Personnel and Pay Procedures Manual. • Is accountable for claim substantiation. • Is to be aware of the PRIVACY ACT STATEMENT on page 2 of DD Form 1351-2, (Oct 91) and (Aug 97).
Unit Approving Officer (UAO)	<p>The UAO, complying with the Travelers Guide, Appendix E, and this instruction sheet, shall:</p> <ul style="list-style-type: none"> • Review, approve or disapprove, amend and certify (sign) all claims (as appropriate). • UAO completes the HRSIC Fax Certification Sheet per the standards established in Enclosure (4) herein. By signing, the UAO attests to the validity of the claim promoting expressed claim settlement. The UAO is accountable for faxing and holding all submitted travel claim documents for future audit. • Fax ONLY one copy of the following documents to HRSIC (TVL) within two working days from receipt. <ul style="list-style-type: none"> 1) HRSIC Fax Certification Sheet with UAO's signed review. 2) Member's signed travel claim. 3) Signed original orders and amendments. • When submitting a supplemental travel claim, include the above items along with a claim marked "SUPPLEMENTAL" (top center) and copy of previous Travel Voucher Summary Sheets. • UAO's SHALL NOT ATTEMPT TO FAX CLAIMS A SECOND TIME WITHOUT APPROVAL FROM THE APPROPRIATE HRSIC TRAVEL TEAM. DO NOT MAIL THE TRAVEL CLAIM TO HRSIC (TVL) AFTER USING THE FAX PROCESS. • Keep and maintain a file of all original travel claim documents secured within a lockable filing system, in the same manner as unit PDR's are held. Maintain unit log (optional) as described in Enclosure (2).

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Fax Responsibilities (cont'd)

Responsibility	Action
HRSIC (TVL)	<ul style="list-style-type: none">• Upon receipt of faxed claim, UAO signature will be verified with the most current UAO authorization letter.• Check for completeness of travel fax documents and <u>contact UAO by phone for corrections of any discrepancies.</u>• Follow HRSIC (TVL) procedures for routing, logging, and tracking claims.• Follow Joint Federal Travel Regulations, Federal Travel Regulations, and other service regulations as appropriate to determine proper travel entitlements.

Faxing PCS Advance Requests:

Fax the following documents for PCS Advance Requests to your designated travel team area:

- A fax cover sheet that identifies the originator, the member's full name and ssn, Authorizing Official's name, and unit name with phone number.
- A completed original PCS Travel Order (CG-5131) signed by the Authorizing Official. Ensure PCS travel advance entitlements are authorized on orders.
- A completed original SF-1038 "Advance of Funds Application and Account" with the Authorizing Official's signature. Blocks 1 through 10 on the SF-1038 must be completed. HRSIC (TVL) will mail the completed travel voucher summary to the member's address in block 9d of the SF-1038. Members submitting a command approved PCS Departing Worksheet requesting advances do not need to sign the SF-1038. Their signature is on the PCS Departing Worksheet, so type "Signature on File" in the signature block of the SF-1038.

Where to Fax: Units from the **East Coast Travel Designated Area** (CGD1, CGD5, CGD7, Florida area units in CGD8, LANTAREA, MLCLANT units, MIO Europe and GANTSEC) fax TDY travel claims to HRSIC (TVL).

Fax #: (785) 295-2837 / 2976

Voice #: (785) 295-2202

Units from the **West Coast Travel Designated Area** (CGD8 except Florida units, CGD9, CGD11, CGD13, CGD14, CGD17, Headquarters, CG PERSCOM, HSC, PACAREA, MLCPAC units, FEACT, and MARSEC) fax TDY travel claims to HRSIC (TVL).

Fax #: (785) 295-2959 / 2960 / 2835 / 2836

Voice #: (785) 295-2222

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Auditing:

All travel claims submitted are subject to the audit review process to ensure funds accountability, unit controls, and process integrity. The original travel claim package will consist of: (1) the original travel order, (2) any amendments to that order, (3) the original DD-1351-2 (Oct 91) or (Aug 97), (4) lodging receipt(s), and (5) receipts for any expenditures of \$75.00 or more. The original claim package must be available for audit due to the requirements of the Joint Federal Travel Regulations. Claims called-in for audit shall be: (1) claims randomly selected, or (2) claims selected based on settlement amount.

Responsibility	Action
HRSIC (TVL)	<ul style="list-style-type: none"> • Will initiate audit requests for specific claims either by official letter correspondence or message. Further instructions will be provided at the time of the audit request. • Audit claims by comparing travel claim fax information with the original claim documents. • If an incorrect payment is found during the audit, a credit or pay adjustment authorization (PAA) will be issued to resolve the travel reimbursement. • Claims received from units will not be returned to the unit.
Unit	<ul style="list-style-type: none"> • UAO will respond by providing the complete original claim package upon request. Forward by mail to HRSIC (TVL) within 10 working days from date of official correspondence. Note: Extensions may be requested based on operational commitments.
Traveler	<ul style="list-style-type: none"> • Responsible for repayment of monies received due to erroneous information provided on original claim submission. • Notify UAO immediately of any known discrepancies or changes to audited original documents.

If you have questions or need assistance please contact Travel's Claim Assistance Team at (785) 295-2250 or 1-888-872-4885.

//s//

R. J. WILLIAMSON

Encl: (1) HRSIC (TVL) UAO Designation Form.
 (2) Fax Claim Tracking Log.
 (3) HRSIC (TVL) Fax Certification Sheet.
 (4) UAO Standards for Preparing HRSIC (TVL) Fax Certification Sheet.
 (5) Post Audit Claim Cover Sheet.

Distribution: All Coast Guard Units

**HRSIC (TVL)
UNIT APPROVING OFFICER (UAO) DESIGNATION FORM**

Unit Name: _____

Unit Address: _____

Unit Phone #: _____ Fax # _____

Designee's

Rank, Name, SSN: _____

Designee's

Rank, Name, SSN: _____

1. You are hereby designated as Unit Approving Officers (UAO's) for TAD travel claims for this unit. Your duty is to ensure that travel claims faxed are reasonable, justified, and consistent with the TAD mission.
2. This designation charges you with accurately reviewing travel claims for your unit in accordance with the Travelers Guide, HRSICINST M1000.2 (series), Appendix E and HRSIC Guidelines for Processing Faxed TAD Travel Claims, HRSICINST 4600.1 (series).
3. You shall account for and retain all original orders, travel claim vouchers or sub-vouchers, receipts and any other documents associated with the travel, and place them in our unit file located in _____. The documents retained contain privacy act sensitive information and must be handled with proper safe guards.
4. When identified for audit by HRSIC (TVL), forward the entire original travel claim package as directed.

CO/OIC Name: _____

CO/OIC Signature: _____ Date: _____

**Verifying Signatures of
Unit Approving Officers**

UAO's Signature _____

UAO's Signature _____

This designation form must be on file at HRSIC (TVL) before any faxed claims will be accepted for processing.

Encl. (2) to HRSICINST 4600.1A

[illegible]

HRSIC (TVL) Fax Numbers: (785)295- East Coast 2837 / 2976, West Coast 2835 / 2836 / 2960 / 2959

UAO STANDARDS FOR PREPARING HRSIC (TVL) FAX CERTIFICATION SHEET

1-17 references the HRSIC (TVL) Fax Certification sheet, while the "block numbers" reference the DD Form 1351-2 .

1. Blocks 1-11 on the DD Form 1351-2 must be completed to ensure proper payment. A correct **ADDRESS IS ALWAYS NEEDED** for mailing the Travel Voucher Summary sheets to the member.
2. Verify if advances were taken by reviewing the back of the traveler's Original orders or by citing a copy of the Advance Funds Request (SF-1038). Do not include advances drawn from the traveler's personal government CITIBANK Master Card. Incorrect completion of this block will cause member to be overpaid or underpaid.
3. If advances were drawn **AGAINST THE COAST GUARD**, block 10 must be completed indicating that amount.
4. In block 15b (AUG 97) or 15c (OCT 91), the City/County must reflect the orders/amendment to orders authorizing TDY, or delays. Most large cities are included in the JFTR with the Per Diem Locality Rate listed, however small cities and towns are not always listed. Use the **COUNTIES** for these small cities and towns when not found in the JFTR. Cities and counties not listed in the JFTR, will be paid according to the "Other" Per Diem Locality Rate.
5. If the traveler visits foreign countries and is charged in foreign currency, reimbursement will be paid in the U.S. dollar equivalent. HRSIC (TVL) uses the Internet web site: WWW.OANDA.COM/CONVERTER/CLASSIC to convert foreign currency to the U.S. dollar based on the date of procurement. Processing time at HRSIC will be reduced if traveler's expenses are converted to U.S. dollars prior to submission. A YES or NO must be indicated.
6. Review the lodging receipt(s) and ensure the traveler did not include extras (i.e., movie rentals, room service, etc.) in the total amount claimed for lodging. Put the **DAILY COST** of lodging (INSERT ROOM TAXES AS A REIMBURSABLE ITEM FOR INCONUS TVL), dates for each hotel receipt in the spaces provided. Complete a separate space for each hotel used.
7. Reimbursement for lodging shall not exceed the Per Diem Locality Rate of the JFTR, unless Actual Expense Authorization has been approved by the command IAW JFTR U4210. **AUTHORIZATION FOR ACTUAL EXPENSE MUST BE STATED ON THE ORDERS OR ON AN AMENDMENT TO ORDERS.**
8. If two or more travelers share a room, the cost must be split evenly and reimbursement will be made to each traveler for their portion. Each traveler should provide a copy of the same hotel receipt with his or her claim. Even if one person paid the whole bill, each will be reimbursed separately. If a traveler shares a room with their dependents, the member is only entitled to the "single" hotel rate per night. Check hotel receipts for **"NUMBER OF GUESTS"**.
9. On occasion, travelers may accidentally include receipts from previous trips with the travel package. **Ensure the dates on the receipts coincide with the dates authorized on their orders.**
10. In block 16 (AUG 97) or 18 (OCT 91), **OWNER/OPERATOR** must be checked for reimbursement of POC mileage stated in block 15f (AUG 97) or 15g (OCT 91).
11. All main modes of transportation must be cited in block 15c (AUG97) or 15d (OCT 91). and reimbursement must be requested in block 18 (AUG97) or 16 (OCT91). Main mode is type of conveyance used for bulk of travel to and from the TDY point. Main mode receipts are required even if the cost is below \$75.00.
12. Rental vehicles must be authorized on orders or amendment to orders for reimbursement.
13. Some travelers may request the entire amount of the rental car bill for reimbursement. Review the receipt to ensure no upgrades, insurance, fuel expenses or other additional charges are claimed. The orders or amendment should **specify the size of rental vehicle** authorized and the duration. If no specific size is authorized, reimbursement will be paid at the rate of a compact car, plus applicable sales tax for that area. Ensure car rental dates correspond with the itinerary as directed on their orders, if the duration of rental is beyond what is authorized, reconstruct the bill using daily rates to coincide with their orders.
14. Fuel purchases are to be listed separately in block 18 (AUG 97) or 16 (OCT 91), and **NOT** included in the cost of the rental.
15. Any reimbursable expense of \$75.00 dollars or more requires an accompanying receipt for the UAO's file.
16. Travelers are only paid per diem for the location directed on the orders. If another location is visited, the traveler must obtain an amendment to their orders authorizing the TDY or Authorized Delay.
17. Claims cannot be processed without the **UAO's signature** on the Fax Certification Sheet.

POST AUDIT CLAIM COVER SHEET

Staple to original travel package when sent for audit.

From: _____

Unit's name

TO: HRSIC (TVL) TEAM FAX PROCESSING AUDITOR

1. Enclosed are the original travel documents you requested per your_____. (official correspondence).
(e.g., HRSIC 142012 Jan 98, or HRSIC ltr 4600 of 15 Jan 98)

2. List the names of travelers and TONO'S subject to audit.

Travelers Name

TONO

_____	// _____
_____	// _____
_____	// _____
_____	// _____
_____	// _____
_____	// _____
_____	// _____
_____	// _____
_____	// _____
_____	// _____

“THE ATTACHED ORIGINAL TRAVEL DOCUMENTS ARE FOR HRSIC (TVL) POST AUDIT”

**CATS / Examiners - FORWARD TO TEAM AUDITOR,
“DO NOT PROCESS OR RETURN TO MEMBER.”**